

PERMIT MANUAL FOR COUNTY ROADS



*Permitted Work in County Rights-of-Way
Temporary Closing of County Roads
House Moving
Vehicle Exemption Procedure*

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REVISED 07/01/1996

TABLE OF CONTENTS

Introduction	1
Permit Bonding Requirements	2
Traffic Control Standards	3
Standard Permit Conditions for Pole Lines & Underground Cables and Utility Lines	4
Permitted Work in County Right-of -Way: HCC 8-17-3-2	5
Obstruction of Highways - Temporary Closing of County Roads: HCC 8-20-8-1	12
House Moving: HCC 9-20-6-4	13
Vehicle Exemption Procedure: HCC 9-20-2-1	14
List of Applicable Forms for Highway Department Permits	15
Request for Permit Manual for County Roads	HCHD Form 1020
Standard Construction Details	U-1 thru U-8

Introduction to the Permit Process

The permit process was redesigned in 1995 after several months of meetings by the Hamilton County Highway Task Force Standards Committee. The committee's work resulted in a revised permit ordinance being recommended to the Hamilton County Board of Commissioners. The board approved the ordinance on August 28, 1995 with an effective date of October 29, 1995. These changes have resulted in the elimination of some permits and the clarification of the requirements and terms of all the permits. All permit application forms have been redesigned to be more efficient and have the general instructions directly on the permit application. Permit fees are also shown directly on the permit application. A space for the applicant's own tracking number has been provided on the application. The inclusion of the applicants tracking number on the permit will help the Highway department to better respond to application status questions. After consulting with several permit users, it was determined that a single page, reproducible form was the most desired. It was also requested that the number of permit application forms be kept to a minimum and that they cover as many types of permits as possible on one form. The forms were then designed with this in mind and taking into account the approval process. The approval process has been streamlined with certain permit types requiring fewer levels of approval. This permit manual was also developed to better inform the applicants of the process and to give them a more efficient means of understanding their legal requirements.

We recommend the applicants thoroughly read the applicable sections of the Hamilton County Code which have been reprinted in this manual. This manual also sets out the general bonding requirements for permits, the list of permit associated application forms, traffic control requirements, some of the standard conditions to expect on permits and standard sheets which will help the designer understand our requirements for construction methods and where we expect to see utilities located in the rights-of way both horizontally and vertically. We understand that these standards can not cover every situation. When you have a problem, contact a Hamilton County Permit Inspector to see if there is an alternate solution that will be acceptable to the County.

The permit forms each have general instructions which must be followed to apply for a permit. By following these instructions, you can reduce or eliminate wasted time in returned permit applications or phone calls. At this time, permits which require commissioner approval must be submitted by 4:30 p.m. on the Tuesday before a County Commissioners Meeting on the following Monday. These Commissioners meetings are normally held on the second and fourth Mondays of the month. The service connection permits are available on an immediate basis provided a permit inspector is in the office when brought in. All permits requiring Hamilton County Surveyor's approval will be sent to the Surveyor's Office once a week for review. Approved permits will be sent to the applicant as soon as they are received back from the surveyor's office. All other permits will be sent out as soon as they are approved by the required staff of the Highway Department. With the exception of the service connection permit, an applicant should expect a permit to take 10 to 21 days to approve (depending on work load) unless there are problems with the permit.

In the past, many applicants have failed to give the Highway Department a 24 hour notice of when they intend to begin work and they have not begun work when they originally stated they would on the permit. Often it is not known when they apply for a permit when the work will start. As a result it has been very difficult to inspect the work as it is being done. As a result we have dropped the start date blanks off of the permit applications and will require that all applicants call in to the Highway Department a minimum of 24 hours and a maximum of 72 hours before they begin work and receive a permit activation number.

In order to help ensure that you are kept up to date on changes in the permit process, we ask that you re-submit Form 1020 - Request for Permit Manual for County Roads anytime you have an address, phone number, fax number or personnel change. If you have any questions, please feel free to contact a Permit Inspector at the Hamilton County Highway Department.

Permit Bonding Requirements

General bonding requirements for permits issued by the Hamilton County Highway Department are set out in the particular section of the Hamilton County Code which authorizes the County Highway Department to issue the permits. The applicant should read the particular code section to become familiar with the bonding requirements. All bonds shall name the "Board of Hamilton County Commissioners, Hamilton County Indiana" as the beneficiary of the bond and shall run for a minimum of one year. A certificate of insurance is not acceptable for bonding purposes. The bond must name the Board of Commissioners exclusively and not be subordinate to any other claims against the bond. The same bond may not be used for more than one permit except as outlined below under annual permit bond. The code gives the Hamilton County Highway Department the authority to set the bond amount. In general, the following are the minimum bond amounts that will be required by the Highway Department. Where there is a higher risk to county infrastructure, or the permitted work is much larger or complex than normal permitted work, the Highway Department reserves the right to increase the bond requirement after reviewing the application for a permit and before approving the permit. If there is a question, the applicant should contact a permit inspector. The minimum bonding amounts are as follows:

Open road cut	\$10,000	per location
Underground construction, grading, trenching or excavation parallel to the road ..	\$5,000	per mile or fraction of mile
Push or bore	\$5,000	per push or bore
Placement/removal of poles/overhead lines	\$5,000	per mile or fraction of mile
Tap pit (including a directly associated push or bore)	\$5,000	per tap pit
Storage of dumpsters or construction materials in the rights-of-way	\$2,000	per location
Major commercial driveway (includes decel lane and accel taper)	\$15,000	per drive
Minor Commercial driveway (only has accel and decel tapers)	\$5,000	per drive
Construction/Temporary drive	\$5,000	per drive
Public road approach/Private road approach	\$15,000	per drive
Utility pull-off drive	\$5,000	per drive
Residential driveway	\$0	per drive
Farm field entrance	\$0	per drive
Closure of a county road	\$1000	per closure
House moving	\$30,000	per move
Vehicle weight restriction exemption	\$30,000	per permit
Maintenance bonds	Equal to the initial permit bond amount	

The Highway Department will allow applicants who intend to file for multiple permits to have an annual permit bond for utility work in county right-of-way. The minimum annual permit bond amount requirement is currently \$25,000. The annual permit bond shall be written so that it automatically renews, unless the surety gives a written notice 60 days prior to the annual expiration date. The written notice must be by certified mail to the Hamilton County Highway Department, Attn: County Engineer. An annual permit bond can not be used for driveway or public road approach permits. At the discretion of the County Highway Engineer, an annual permit bond may be allowed for house moving and vehicle weight restrictions in a minimum amount of \$100,000.

Traffic Control Standards

Anyone performing work within the county road rights-of way must conform with the requirements set out in the latest edition of the Indiana Manual on Uniform Traffic Control Devices or the latest edition of the Handbook for Traffic Control In Construction and Maintenance Areas which is published by HERPICC at Purdue University. These traffic control procedures must be followed even if a permit is not required for work in the right-of-way. A permit holder must also provide all traffic control as set out in the conditions of the permit. A road must not be completely closed to traffic at any time unless it has been requested as a part of the permit with HCHD Form 1019 and a traffic detour plan has been approved by the Hamilton County Highway Department. When working on a low volume road, the following guidelines may be used to determine if flaggers are not required on the project.

GUIDELINES FOR USE OF FLAGGERS BY UTILITIES AND CONTRACTORS ON HAMILTON COUNTY ROADS***

When a traffic lane is fully or partially obstructed by a maintenance or construction operation, a flagman or flagmen will not be required only when all of the following are met:

- 1) The ADT of the given section of road is less than 400 vehicles per day. If the ADT is not on record at the Hamilton County Highway Department, the County Engineer shall determine if this criteria is met. and;
- 2) The work zone on any road (except a local residential street) must be more than 400 feet from an intersection. On local residential streets the work zone must be greater than 100 feet from an intersection. and;
- 3) Motorists in both directions can see approaching motorists from the opposite direction with no sight obstruction. In order for a vehicle to stop, this means that the motorists shall have an unobstructed view from "d" feet from their end of the work zone to "d" feet from the far end of the work zone. and;

Posted**	
<u>Speed</u>	<u>d (feet) *</u>
20	310
25	370
30	430
35	495
40	555
45	615
50	670
55	755

d= length of maximum # of cars in storage + distance required for driver to react + distance required for vehicle to stop.

- 4) The work activity does not create congestion or a backup of over 5 vehicles at any given time.

* These shall be increased for wet pavement, gravel or on descending grades.

** Use 55 MPH if not posted.

*** These are guidelines based on the Handbook for Traffic Control -HERPICC, the Indiana Manual on Uniform Traffic Control Devices - 1988 IDOH and the Handbook of Traffic Control Practices for Low - Volume Roads in Indiana - HERPICC 1984. These are only guidelines and as specified in the manuals, good judgment should be used in determining when flagmen should be used but may not be required by these guidelines.

Note: The work zone shall include all cones making the taper protecting the actual work area. Traffic control devices, placement of traffic control devices and requirements for flaggers (including clothing, procedures and locations) shall be as detailed in the HERPICC-Handbook for Traffic Control in Construction and Maintenance Areas. A lane shall be considered partially obstructed when a 10 foot lane for each direction of traffic can not be maintained.

Standard Permit Conditions for Pole Lines & Underground Cables & Utility Lines

Due to widespread inconsistencies in the location and depth of buried cables, buried pipes and pole lines, these provisions will be a standard condition of approval of most all utility permits where we have a right-of-way less than the recommended county thoroughfare plan right-of-way. Plans should reflect these requirements when submitted for permit approval. These requirements are necessary due to the limited right-of-way along many of our county roads and the problems associated with multiple utilities in the right-of-way. The location of poles and guy anchors in the flowline of ditches and the insufficient burial depth of cables and pipes has become a major problem for the County Highway Department when maintaining ditches, shoulders, installing signs and other safety related items. Where sufficient right-of-way exists, utility locations shall be as shown on the standard detail sheets elsewhere in this manual.

Pole Lines:

All poles shall be located within 2'-0" of the edge of R/W. All new pole installations and guy line locations shall be marked and notification made to the Hamilton County Highway Department Permits Inspector a minimum of 96 hours before construction begins. Field adjustments shall be made at the Inspector's request for poles and guy lines presenting drainage and safety problems.

Buried Cable and Utility Lines:

All buried cables and utility lines shall be located within 4'-0" of the edge of R/W with all pedestals being located a distance of 2'-0" from the edge of R/W. All cables and utility lines shall be located a minimum of 48" below ground level. Any variances shall be requested in writing, and have explicit written approval by the County Engineer. This requirement is needed to allow for the installation of signs, guardrail and the maintenance and reestablishment of roadside ditches. If the permittee does not install his cables or lines at this depth, he shall waive all rights to damages incurred to his lines or cables made by the Hamilton County Highway Department or its contractors during its routine maintenance activities and the installation of guardrail at hazardous locations.

All Permits:

Any permittee or permittee's contractor who cuts an underground drain tile whether it appears abandoned or not shall notify the Hamilton County Highway Department Permit Inspector immediately upon cutting the tile. The permittee shall then repair the tile as directed by the inspector.

Permitted Work in County Right-of-way**Section 2.**

(a) Definitions: The following definitions apply only to this section of the Hamilton County Code.

Emergency: A situation where there is an immediate need to perform repair work on an existing utility service which has been interrupted or damaged and where the failure to perform such work would result in an immediate danger to life or property.

Commercial drive: Any driveway serving a property zoned commercial, or serving a place of business, or an entrance serving a property being accessed for non-agricultural commercial use, or a utility company access drive, or any other drive not otherwise covered in this section.

Construction materials: Those items commonly used in the construction of roads, buildings landscaping and etcetera, including, but not limited to stone, gravel, soil, mulch, timbers, brick, block, trusses, lumber, sod and etcetera.

Field entrance: A drive (paved, gravel or dirt) which is installed only for access to a field or property for agricultural or farm use. Any drive installed to serve an agricultural or farm business which is open to the public shall be considered and permitted as a commercial drive.

Public or private road approach: Any access onto an existing county road which serves more than two (2), single family or two (2), two family dwellings or that serves more than one commercial property.

Residential drive: Shall be characterized by the two following attributes:

- a. A driveway serving a private property zoned residential or agricultural and having no business or construction use.
- b. A single driveway serving up to two (2), one or two family dwellings.

Utility pull off drive: A drive (paved or gravel) which is installed only for access to a normally unmanned utility vault or other facility where occasional maintenance or facility observation is required. Any drive installed to serve a utility facility which is open to the public or which has a full time staff shall be considered and permitted as a commercial drive.

(b) All persons who desire to perform construction operations or other work within the County's right-of-way shall prior to the start of construction, apply for and receive approval from the County Commissioners or their designee. Permit application forms, supplied by the Hamilton County Highway Department and related exhibits shall be submitted to the Highway Department to be reviewed and approved by the appropriate agencies as specified by the County Commissioners.

(1) Any construction of a driveway onto a Hamilton County Road shall be placed in a location which minimizes the opportunity for accidents, taking into consideration the following:

- A. Sight distances on the existing road, including curves and topography;
- B. The distance to other driveways;
- C. Drainage;
- D. Future anticipated improvements to the County road.

(2) Residential driveways onto County roads shall serve no more than two (2), one or two family residences. A Private Road Approach permit will be issued for a single drive serving more than two, one or two family residences provided:

- A. All residences served by the driveway have entered into a recorded agreement providing for the following:
 1. A mutual easement for ingress and egress;
 2. An agreement for the maintenance and repair of the drive.
 3. A waiver to petition the Hamilton County Highway Department, Hamilton County, or the successor unit of government to be responsible for the maintenance of the road to have the mutual driveway considered a public road necessitating maintenance by any unit of government.
- B. The Board of Commissioners of Hamilton County and the Hamilton County Highway Department shall approve a Private Road Approach permit for a driveway for more than two residences if:
 1. The conditions in paragraph A above have been met;
 2. The unit of government responsible for the issuance of a building permit has stated that the property owner meets all requirements for minimum lot frontage on a public road;
 3. It is in the best interests of the citizens of Hamilton County that a Private Road Approach permit be approved for a driveway for more than two residences.

(c) In the event of an emergency, the repairs of a utility may be undertaken without first receiving a permit. However, in an emergency situation, the entity making the emergency repairs must notify a Hamilton County permit inspector as

soon as possible. In the event of an emergency during non-work hours, a faxed notification must be made to the Hamilton County Highway Department as soon as possible on a county supplied form. A regular permit and fee must be filed with the Hamilton County Highway Department within 72 hours of the time the work is begun in an emergency situation. Any work completed as emergency work which does not meet the definition of emergency as set out in this section is a violation of this section. Any work completed without a permit when one is required is a violation of this section.

Whenever any construction requires the subsurface crossing or cutting of a county roadway, the applicant shall bore or push the pipe, line, culvert, or wire below the road at a depth required by the County Highway Engineer or the Engineer's designee. The County Commissioners may approve construction that causes the road surface to be partially or wholly cut, if the Commissioners find that the existing condition of the road surface upon restoration of such construction will be preserved or improved and that no long term deterioration will result from the construction. Construction restoration shall comply with the specifications and standards of the Hamilton County Highway Engineer.

(d) Fees for said permits shall be paid by check or money order made payable to the "Hamilton County Treasurer" and shall be submitted with the permit. Except as follows, no permit will be reviewed or approved until the fee has been received by the Hamilton County Highway Department. The Hamilton County Highway Department may allow public and private utility companies which are granted certificates of territorial authority or who have a franchise issued by the Indiana Utility Regulatory Commission to submit permits on a credit basis. The Hamilton County Highway Department will bill on no less than a monthly basis and no more than a three month basis. Any bill not paid by a utility company within 45 days of the bill date may have its billing privileges stopped and no additional permits either with or without payment will be issued. More than two late payments in any 12 month period may result in a permanent loss of billing privileges as determined by the county engineer. Fees for the permits shall be in the following amounts:

- (1) **Commercial driveways**, \$300 per drive. Drive can not exceed four (4) - twelve foot (12') lanes and a median. Any drive with a median width of greater than thirty feet (30') shall be counted as a separate drive. Commercial drive permits shall include any decel lane, accel lane and associated grading and restoration work to install the driveway. Passing blisters, unassociated grading and other work at the same location shall be permitted separately. Installation of a drive across a non-access easement or limited access right-of-way is a violation of this section of the code.
- (2) **Residential driveways**, thirty dollars (\$30) per drive. The fee for residential drives greater than twenty-four feet (24') in width (measured at the right-of-way line or the house side of the end of the radius or taper, whichever is less), shall be the same as the commercial permit fee. Any drive serving more than two (2), single or two family dwellings will be charged at the private road approach permit fee. A permit will not be required for a residential drive being installed in a platted subdivision which has curbs and gutters in place at the location of the drive and there is no drainage swale within the right-of-way. No violation of non-access easements will be allowed or permitted. Installation of a drive across a non-access easement or a limited access right-of-way is a violation of this section of the code.
- (3) **Field Entrance**, thirty dollars (\$30) per entrance. The fee for field entrances greater than twenty four feet (24') in width (measured at the right-of-way line or the field side of the end of the radius or taper, whichever is less) shall be the same as the commercial permit fee. Installation of a drive across a non-access easement or a limited access right-of-way is a violation of this section of the code.
- (4) **Construction/Temporary Drive**, fifty dollars (\$50) per drive. This type drive may not exceed twenty-four feet in width (measured at the right-of-way line or the property side of the end of the radius or taper, whichever is less). Drive shall be removed within one year of approval or applicant shall submit a new permit and a new fee thirty (30) days prior to the removal date. If a new permit is not issued prior to the removal date the drive shall be removed.
- (5) **Public Road Approaches/Private Road Approaches**, (\$400) per approach. Road approach can not exceed four (4) - twelve foot (12') lanes and a median or center left turn lane. Any approach with a median width of greater than thirty feet (30') shall not be allowed. Public or private road approach permits shall include any decel lane, accel lane and associated grading and restoration work to install the driveway. Passing blisters, unassociated grading and other work at the same location shall be permitted separately. A permit and a fee will not be

required when the road approach is part of a set of road construction plans approved by the Hamilton County Highway Engineer and the applicant has paid the construction plan review fee as set out in Hamilton County Code 8-17-1-39 and the construction of said approach is covered by a county inspection agreement as set out in Hamilton County Code 8-17-1-39 and the construction is bonded as a part of the connected road construction as required in Hamilton County Code 8-17-1-39. All of the preceding conditions must be met for the fee and permit requirement to be waived. Installation of a drive across a non-access easement or a limited access right-of-way is a violation of this section of the code.

- (6) **Utility pull off drive**, one hundred dollars (\$100) per drive. The fee for a utility pull off drive greater than twenty four feet (24') in width (measured at the right-of-way line or the field side of the end of the radius or taper, whichever is less) or which has parking for more than one vehicle shall be the same as the commercial permit fee. Installation of a drive across a non-access easement or a limited access right-of-way is a violation of this section of the code.
- (7) **Underground construction, grading, trenching or excavation parallel to the road**, seventy dollars (\$70) for each four hundred (400) feet of continuous construction or part thereof. A permit and a fee will not be required when the construction, grading or excavation is part of a set of road construction plans approved by the Hamilton County Highway Engineer and the applicant has paid the construction plan review fee as set out in Hamilton County Code 8-17-1-39 and the construction of said approach is covered by a county inspection agreement as set out in Hamilton County Code 8-17-1-39 and the construction is bonded as a part of the connected road construction as required in Hamilton County Code 8-17-1-39. All of the preceding conditions must be met for the fee and permit requirement to be waived. This waiver of permit requirements will apply for sidewalks as long as they are a part of the approved subdivision construction plans and the construction plan review fee has been paid. Bonding and inspection of sidewalks meeting the first two waiver requirements is not required by Hamilton County. Bonding and inspection of the sidewalks by the local planning agency may be required by that agency. Utility work within the right-of ways does not fall within this waiver of fees. This category includes any landscaping, planting or other activity in the right-of-way other than fine grading of lots and grass seeding and/or sodding.
- (8) **For open cuts across or within the roadway**, five dollars (\$5) per foot of excavation with a one-hundred dollar (\$100) minimum. In the event the applicant specifies that he will be using flowable fill as a backfill material so that no density testing is required, the fee will be three dollars and fifty cents (\$3.50) per foot of excavation. This decision must be made prior to the approval of the permit in order for the reduced fee to apply.
- (9) **For borings or pushes under the roadway**, fifty dollars (\$50) per bore or push, which includes a maximum of two pit excavations. Each pit excavation shall not exceed five-hundred (500) square feet.
- (10) **For placement of new poles and/or installation of new overhead pole lines and/or removal of existing pole lines**, one hundred dollars (\$100) for each one thousand (1,000) feet of continuous pole line or fraction of one thousand (1,000) feet. A permit is not required when replacing or removing a single pole in an existing location due to damage to the pole or when installing new lines or making a utility connection on an existing pole line. However, when a permit is not required, all other applicable sections of this code (including but not limited to traffic control) still apply.
- (11) **For one tap pit less than one-hundred (100) square feet in area**, including up to one bore or push under the road from the tap pit, fifty dollars (\$50). This permit does not include any cutting of the pavement surface. Pits greater than one-hundred (100) square feet shall be permitted as an excavation and a bore under items (6) and (8).
- (12) **For storage of dumpsters or construction materials within the right-of-way**, fifty dollars (\$50) per week per site not to exceed an area of over five hundred (500) square feet of roadway pavement or five thousand (5000) square feet of unpaved area. Use of the right-of-way for this purpose will only be allowed when at the discretion of the county engineer or his designated representative that it does not cause an unreasonable safety hazard due to site distance problems, fixed hazards, damage to roads or other problems and that it does not present an unreasonable restriction of traffic flow. The applicant shall provide all appropriate safety measures to protect the site (signs, barricades, flashers and etcetera) as required by the county engineer or his representative. Any dumpster or construction material stored in the right-of-way for only one day during daylight hours, which does

not obstruct traffic or sight distances and does not damage any of the features of the right of way (pavement, drainage, culverts, grass, grading or etcetera) will not require a permit.

(13) **Fee for enforcement of violations:**

Whenever any individual or corporation is found to be in violation of any subsection of HCC 8-17-3-2, an inspection fee will be required to cover the costs of enforcing the subsections of this section of the code. This fee shall be \$100 per day per violation of each subsection of this ordinance. This fee is due and payable upon notification by the Hamilton County Highway Department. Failure to pay the fee within 14 days of notification will result in the withholding of all future permits to the individual or corporation and immediate submittal of the violation to the Hamilton County Prosecutor for a judgment in accordance with HCC 8-17-3-2(h). At the discretion of the County Highway Permit Inspector or County Engineer, this fee may be waived for an initial violation of this section of the code provided the violator immediately corrects his violation. Appeal of this fee may be made to the Hamilton County Commissioners at their regularly scheduled meeting. If a formal appeal is made through the Hamilton County Highway Department, the fee amount due will not be required to be paid until the Hamilton County Commissioners have acted upon the appeal.

(14) Fees and bonds may be waived by the County Commissioners or the County Engineer for construction or utility work in conjunction with a City, County, State or Federal road or infrastructure project if the applicant is the respective agency and the project is of benefit to the citizens of Hamilton County. A permit shall still be filed and approved.

(e) Any applicant, as required by the Hamilton County Engineer, shall provide a permit bond running to "The Board of Commissioners of Hamilton County" in an amount designated by the County Highway Department. The bond shall not expire in less than one year. Prior to the release of any permit bond, the Highway Department will require an inspection during and at the completion of construction. The bond shall insure that the applicant on the permit will complete all permitted work in accordance with the requirements of this section of the Hamilton County Code and any other applicable sections of the Hamilton County Code. In the event a permit bond expires or the bond company cancels the permit bond and all work authorized by any permits already issued using the permit bond have not been completed and the Hamilton County Commissioners have not released the bond, then said bond shall become immediately due and payable to the Hamilton County Board of Commissioners. Applicants who desire to do so may post an annual or continuous permit bond for utility work in an amount designated by the County Highway Department. An annual or continuous permit bond may not be used for drive or public road approach permits. In the event an annual or continuous permit bond expires or the bond company cancels the annual or continuous permit bond and all work authorized by any permits already issued using the annual or continuous permit bond have not been completed and the Hamilton County Commissioners have not released the bond, then said bond shall become immediately due and payable to the Hamilton County Board of Commissioners. At the discretion of the County Engineer a maintenance bond may be required from an applicant as a condition of approval or as a condition of releasing the permit bond. A utility company having a certificate of authority or franchise issued by the Indiana Utility Regulatory Commission and who has a continuous bond on file with the Hamilton County Highway Department may used in lieu of the maintenance bond when approved by the County Engineer. All permits issued for the cutting of a road shall have a three (3) year maintenance bond which can not be canceled prior to three years from the completion of the road cut. If the bond company sends notice that the bond is being canceled at any time prior to three (3) years the total amount of the bond shall become immediately due and payable to the Hamilton County Board of Commissioners. If the maintenance bond is not submitted upon completion of the work, the total amount of the permit bond covering the work will become immediately due and payable to the Hamilton County Board of Commissioners and no additional permits will be issued to the applicant.

(f) The recipient of a permit and/or anyone working within the right-of-way of a county road shall comply with the following terms.

- (1) Driveways and road approaches shall be constructed to dimensions and grades as approved by the Highway Engineer. The ends of all culvert pipes shall be protected by metal or concrete flared end sections. Commercial drives, public road approaches and private road approaches shall have pavement thicknesses and material type in accordance with Hamilton County Code 8-17-1-41 for the pavement area within the right-of-way.
- (2) Construction materials shall conform to the requirements of the Standard Specifications of the Indiana Department of Transportation, and shall be approved by the Highway Engineer.

- (3) Traffic control devices and flaggers shall be used to regulate traffic safety if construction affects the flow of traffic as set out in the Indiana Manual on Uniform Traffic Control Devices and as required by the Hamilton County Highway Engineer or the Hamilton County Inspector. Traffic will be maintained at all times. If a road closing is approved in accordance with Hamilton County Code 8-20-8-1, the permit holder will mark and maintain any detours approved by the County Highway Department and notify all appropriate agencies of the time and location of the closing a minimum of 48 hours prior to closing.
- (4) Utility trench backfill for cuts of the roadway, (#53 aggregate) shall be placed and compacted in lifts under the supervision of the Highway Engineer or at the discretion of the Hamilton County Engineer it shall be tested for density by an independent testing laboratory. Flowable mortar in accordance with the specifications of the Hamilton County Highway Engineer may be used as an alternate to the #53 aggregate.
- (5) Pavement shall be restored to a smooth permanent surface as shown in Hamilton County Standards or as required by the Hamilton County Engineer. Temporary patches shall be maintained in a smooth and safe condition by the permit holder until a permanent patching is accomplished. Temporary patching shall not exceed thirty (30) days, except during the period from November 15th through April 15th each year when the materials are not available. During this time period the applicant may leave a temporary patch in place, but a routine inspection shall be made by the applicant to insure the temporary patch is in good condition. An extension beyond the thirty (30) day requirement may be granted at the Highway Department's discretion upon request with a justification by the applicant. Aggregate surfaces shall be restored in kind and shall be stabilized to prevent loose material which constitute safety hazards.
- (6) Driveway access can not be over or immediately next to a storm sewer inlet, except for drives in a platted subdivision with curbs and gutters.
- (7) The filling of the curb or gutter line of the drainage system of any road, with any material or pipe is strictly prohibited. Any curb modifications shall require a permit.
- (8) Tree trimming operations do not require a permit to work in the right-of-way, however they are bound by all of the requirements of this subsection and are required to obtain a road obstruction permit if they desire to close a road.
- (9) No violations of non-access easements or limited access right-of-way will be allowed (except as permitted for a temporary drive).
- (10) All sod, swale, side ditches, shoulders and other improvements within the right-of-way which is disturbed by any work or construction within the right-of-way shall be repaired or replaced in a condition equal to or better than they were prior to the work or construction. Materials used in the repair of any disturbed area and the method used to make the repairs shall be approved by the County Highway Engineer or the County Permit Inspector. The proof of the condition of these items prior to work shall be the contractor's or the individual completing the work responsibility.
- (11) Anyone who cuts or damages an underdrain tile, storm sewer pipe or culvert pipe whether it appears abandoned or not shall notify the Hamilton County Highway Department Permit Inspector immediately upon cutting the tile or pipe. The person cutting the tile shall then repair the tile as directed by the inspector. If the tile or pipe is a regulated drain then immediate notification and repair approval shall also be made to the Hamilton County Surveyor or his designated representative.
- (12) Loading or unloading any equipment on a county road which results in an undue or unsafe restriction of traffic or damage to the pavement is not allowed and is a violation of this section.
- (13) Crossing or traveling on a county road with a tracked vehicle directly in contact with the pavement surface is a violation of this section. Crossing or traveling along the road will be allowed provided suitable protection (timbers, tires and etcetera) is provided for the pavement. No damage will be allowed to the pavement, structures, grading, drainage and etcetera. Failure to use adequate protection or damage to the pavement is a

violation of this section.

- (14) Dragging or depositing mud or soil onto a county road from any site is not allowed and is a violation of this section. Cleanup of any mud or soil on the road due to accessing a site shall be immediately after the material is deposited. A site having a high volume of vehicles accessing a muddy site shall have a full time cleanup crew or install cleaning mechanisms in accordance with county approved best management practices.
 - (15) Allowing erosion of soils from a site onto a county roadway or into a county roadway drainage system is a violation of this section. Anyone excavating on county right-of-way or adjacent to county right-of-way shall protect the county right-of-way from the deposit of eroded materials in accordance with county approved best management practices.
 - (16) Depositing any construction materials or the cleaning of any equipment directly or indirectly into any county roadway drainage system is not allowed and is a violation of this section.
 - (17) Installation of sprinkler systems within the right-of-way is not allowed. Any sprinkler systems installed within the right-of-way prior to 8/1/95 shall be relocated at the owners expense within seven (7) calendar days when requested by the Hamilton County Highway Department for road improvement purposes or due to drainage problems.
 - (18) An individual or agency who has directed work to be done in the right-of-way shall be jointly and separately liable for all actions taken by his contractor or representative.
 - (19) Failure to stop work for any violation of this section of the code when so directed by an authorized representative of the Hamilton County Highway Department is a violation of this section.
 - (20) Failure to provide traffic control, provide a safe work site (safety fencing, shoring or etcetera) or comply with the conditions set out in a permit or as directed by an authorized representative of the Hamilton County Highway Department is a violation of this section of the code.
 - (21) A permit is not required for surfacing or resurfacing of a driveway provided it does not change any drainage flows and does not expand the width of the existing drive. The maintenance of any drive and its associated culverts will remain the responsibility of the applicant or subsequent property owner and must be maintained by the property owner in a manner which does not interfere with the use of the right-of-way for its dedicated purpose.
 - (22) Any improvements installed by permit or without a permit within the public right-of-way is done so at the risk of the property owner or entity installing the improvements. Whenever the Hamilton County Highway Department determines a change is required or maintenance is needed in the improvements, the applicant, subsequent property owner or entity who owns the improvements must make the changes upon notification and within a reasonable time limit at the owners expenses.
 - (23) No improvements can be made by any permit applicant which obstructs or impedes an existing farm field entrance or an existing farm field loading area without permission from the property owner. It is the applicants responsibility to comply with this requirement.
- (g) After the application is approved, the County Highway Department shall issue a permit. Once work begins, the permit or a photo copy of the permit must be on site for inspection. The County Highway Department shall be notified at least twenty-four (24) hours in advance of construction and when construction is complete in accordance with the procedures of the Hamilton County Highway Department. An approved permit will expire one (1) year from the date of application or 60 days prior to the expiration of the permit bond covering the work being applied for, whichever comes first.
- (h) A person who violates this Code section commits an ordinance violation. When a violation occurs, the contractor, company or individual performing the work and the owner of the facilities being installed or constructed shall be held in violation both jointly and separately. Each subsection violated and each day for which the violation remains shall

be a separate violation. A judgment of up to Two Thousand Five Hundred Dollars (\$2,500) and restitution of all damages shall be entered against a person who violates this Code section per violation per day.

This Ordinance Revision adopted this 28th day of August, 1995, by the action of the Board of Commissioners of Hamilton County. This revision shall go into effect sixty days from the date of adoption, except that the exemptions for road approaches and excavation work as a part of an approved set of road construction plans shall go into effect immediately. The Auditor of Hamilton County is ordered to publish and include said Ordinance within Title 8 Hamilton County Code, Article 17, Chapter 3, Section 1.

8-20-8-1

OBSTRUCTION OF HIGHWAYS

Chapter 8.

Temporary Closing of County Roads

Section 1

- (a) The Commissioners empower the Highway Department to grant permission for the temporary obstruction of County highways on behalf of the Commissioners.
- (b) The Commissioners shall prescribe an application form to be used by persons requesting the temporary obstruction of a County highway.
- (c) A properly executed application and bond in an amount not less than One Thousand Dollars (\$1,000) must be provided by the applicant for the obstruction.
- (d) An authorized representative in the Highway Department may issue a permit for obstruction after compliance with subsection (c).
- (e) The County Auditor shall refer all permits issued under this Code section to the Commissioners for action at the next meeting of the Commissioners.
- (f) A person shall not remove, relocate, alter, deface, or in any way change the location of any sign, barricade, barrier, or warning device which closes or prohibits traffic upon a road or bridge within the County.
- (g) A person shall not enter upon, or attempt to enter upon any portion of a road or bridge in the County that is marked or barricaded as closed.
- (h) A person who violates subsection (f) or (g) commits an ordinance violation. A judgment of up to Two Thousand Five Hundred Dollars (\$2,500) shall be entered against a person who violates either of those subsections of this Code section.

(9-20-6-4)

HOUSE MOVING

Chapter 6.

- a) This Code Chapter does not apply to:
 - (1) Mobile homes or manufactured housing that have been approved for moving by the State; or
 - (2) Agricultural buildings weighing less than ten thousand (10,000) pounds.
- b) A person shall not move a building or structure that temporarily obstructs or crosses a County road or highway unless the person first files an application for permit and receives an approved permit from the Hamilton County Highway Department. The application shall include a traffic control plan approved by the Hamilton County Sheriff or his designated representative.
- c) Prior to the approval of any request to move a building or structure, the applicant must post with the Hamilton County Highway Department a surety bond, irrevocable letter of credit or insurance policy payable to Hamilton County Board of Commissioners in the amount of no less than thirty thousand dollars (\$30,000) to indemnify and protect the County from any damage to the roads or highways arising out of the move, or any other liability.
- d) The Highway Department shall consider and approve the application unless the County Engineer considers the bond insufficient to adequately indemnify the County for any damages that may arise from moving the building. The County Engineer may then request that an additional surety bond be posted. Additional surety will be required if the move exceeds any bridge load rating. Approval may also be withheld if the route, traffic control or time of the move is found to be unacceptable by the Hamilton County Engineer or his designated representative.
- e) An applicant under this Chapter shall submit a non-refundable fee of one hundred fifty dollars (\$150.00) with the applicant's permit and bond. Check or money order shall be made payable to the "Hamilton County Treasurer" and deposited by the Hamilton County Highway Department with the Hamilton County Auditor into the "Motor Vehicle Highway Fund". This fee may be waived at the discretion of the Hamilton County Engineer if the applicant is another governmental agency or a charitable organization which benefits the county.
- f) The approved permit shall be visibly posted on the structure being moved while it is within the county road right-of-way.
- g) Any permit denied by the Hamilton County Highway Department may be appealed by the applicant to the Board of Hamilton County Commissioners. The applicant shall request through the Hamilton County Auditor to be put on the first available time of a regularly scheduled Commissioners meeting and notify the Hamilton County Engineer of their intent to appeal.
- h) A person who violates this Code section commits an ordinance violation. A judgment of up to Two Thousand Five Hundred Dollars (\$2,500.00) shall be entered against a person who violates this Code section.
- i) All other sections of the Hamilton County Code and all other Ordinances in contradiction with this Ordinance are repealed.
- j) This ordinance shall be effective upon passage and the penalties herein shall be effective upon publication pursuant to law.
- k) The Auditor of Hamilton County is ordered to include this Ordinance at Hamilton County Code, Title 9, Article 20, Chapter 6, Section 4, and publish this Ordinance pursuant to law.

(9-20-2-1)

VEHICLE EXEMPTION PROCEDURE

Chapter 2.

(a) The operator of a motor vehicle may apply to the County Highway Department for a permit to use a vehicle with a greater gross weight than that designated for a highway.

(b) The Department may grant the application if the operator pays the fee and posts a bond payable to the Board of Commissioners of the County of Hamilton, conditioned that upon damage to the highway resulting from the use of the vehicle, the operator will be responsible for repairing the highway and placing the highway in its original condition following the use of the vehicle.

List of Applicable Forms For Highway Department Permits

Form 1010 Application for Utility Billing Account

Form 1011 Application to Cut County Road Pavement

Form 1012 Application to Work in County Road Right-of-Way

Form 1013 Application for Service Connection in Right-of-Way

Form 1014 Application to Build a Drive or Road Approach in Right-of-Way

Form 1015 Application to Build a Residential Drive or Farm Field Entrance in Right-of-Way

Form 1016 Application to Move a House on a County Road

Form 1017 Application for a Vehicle Exemption Permit

Form 1018 Emergency Work Notification Form

Form 1019 Request to Close a County Road

Form 1020 Request for Permit Manual for County Roads

Form 1021 Multiple Work Location Form

Form 1022 Permit Account Billing Authorization Slip

Form 1023 Notice of Unauthorized Work Violation



REQUEST FOR PERMIT MANUAL FOR COUNTY ROADS

HCHD Form 1020

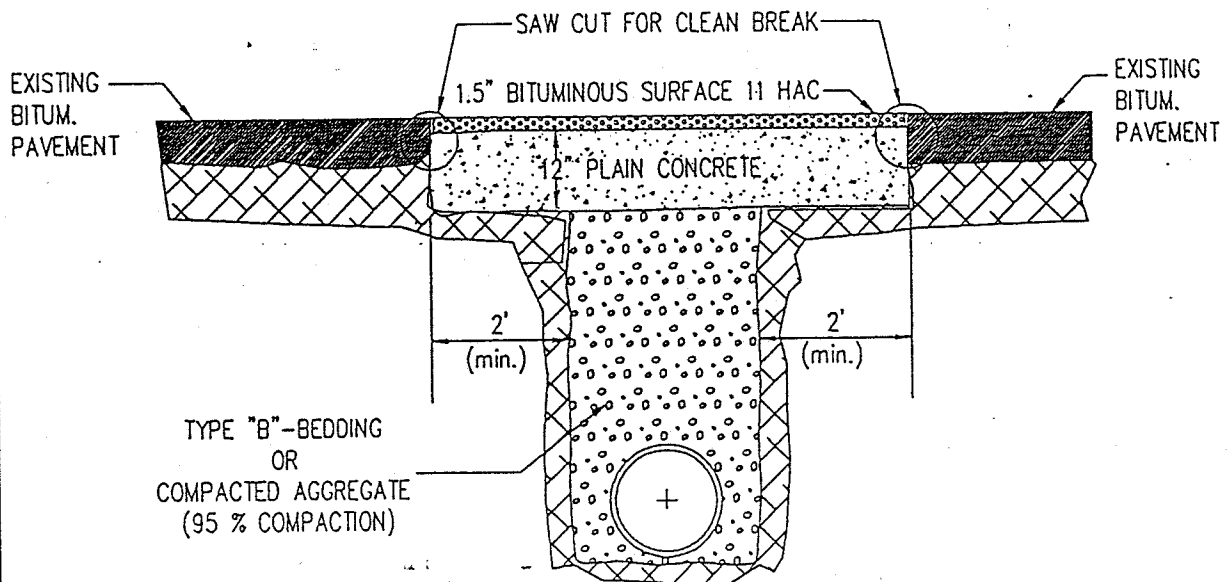
Revised 10/21/95

Hamilton County Highway Department
1717 E. Pleasant Street
Noblesville, IN. 46060
Ph: (317) 773-7770 Fax: (317) 776-9814

Instructions:

1. This form is used to request a "Permit Manual for County Roads", or update previously submitted address or manual holder information.
2. Form must be completely filled out using a typewriter or printed using black ink. Any non-applicable blanks must be marked N/A.
3. Once complete, mail or fax this signed application to the above address, Attention: "Engineering Administrative Assistant".
4. This information will be used to make notifications concerning changes in the permit process in the future. The Highway Department will periodically remove manual holder information from the mailing list when it has reason to believe the information is no longer accurate or there has been no update of information within a two year time period. These notifications are only being made as a service to the manual holder and does not imply a duty upon the Highway Department to notify all manual holders individually of permit ordinance or application changes.

Company Name		Phone Number
Manual Holder's Name	Title	Fax Number
Mailing Address		
City	State	Zip Code
Old Company Name (If requesting an update of information.)		
Old Manual Holder's Name (If requesting an update of information.)		
<input type="checkbox"/> Please send a "Permit Manual for County Roads". <input type="checkbox"/> Do not include me on your mailing list. <input type="checkbox"/> I am already on your list, please update my personal information. <input type="checkbox"/> Please remove me from your mailing list.		<u>Type of business:</u> <input type="checkbox"/> Utility or Road Contractor <input type="checkbox"/> House Mover <input type="checkbox"/> Developer <input type="checkbox"/> Government Agency <input type="checkbox"/> Engineering Firm <input type="checkbox"/> Utility <input type="checkbox"/> Overnight Transport <input type="checkbox"/> Other: _____
Signature		Date
<u>Do Not Write In this Section - Highway Department Use Only</u>		
<input type="checkbox"/> Manual sent. <input type="checkbox"/> Manual holder information entered into the computer.		
<input type="checkbox"/> Manual holder information updated in the computer		
<input type="checkbox"/> Manual holder information removed from the computer. Date: ____/____/____.		
By	Date	
Comments		



NO SCALE

NOTES:

1. The existing pavement is to be sawcut to provide a clean break.
2. Trench spoil is to be removed from the work site and disposed of out of the right-of-way.
3. Compacted aggregate or Type "B"-Bedding is to be placed in 6" lifts and compacted to 95%.
4. The existing pavement is to be tack coated prior to the laying of new asphalt. Tack coat is to be applied as specified in the latest INDOT specifications, Sections 409 and 902.
5. The concrete cap is to be finished 1.5 (one and one-half) inches below the existing surface.
A rough texture is to be achieved along the concrete's surface.
6. The asphalt surface is to consist of 1.5 (one and one-half) inches of Bituminous Surface, 11, HAC.
7. The new surface is to be sloped at the same rate as the existing surface.
8. A 2 (two) inch wide band of crack sealant is to be applied along the joint between the existing and new asphalt surface. Sealant is to be applied in accordance with INDOT specifications, Section 305.

ROAD CUT PATCH - CONCRETE CAP

HAMILTON COUNTY HIGHWAY DEPARTMENT

patch_01

RECOMMENDED: _____

HAMILTON COUNTY ENGINEER

DATE

3/17/95

APPROVED: _____

HAMILTON COUNTY DIRECTOR

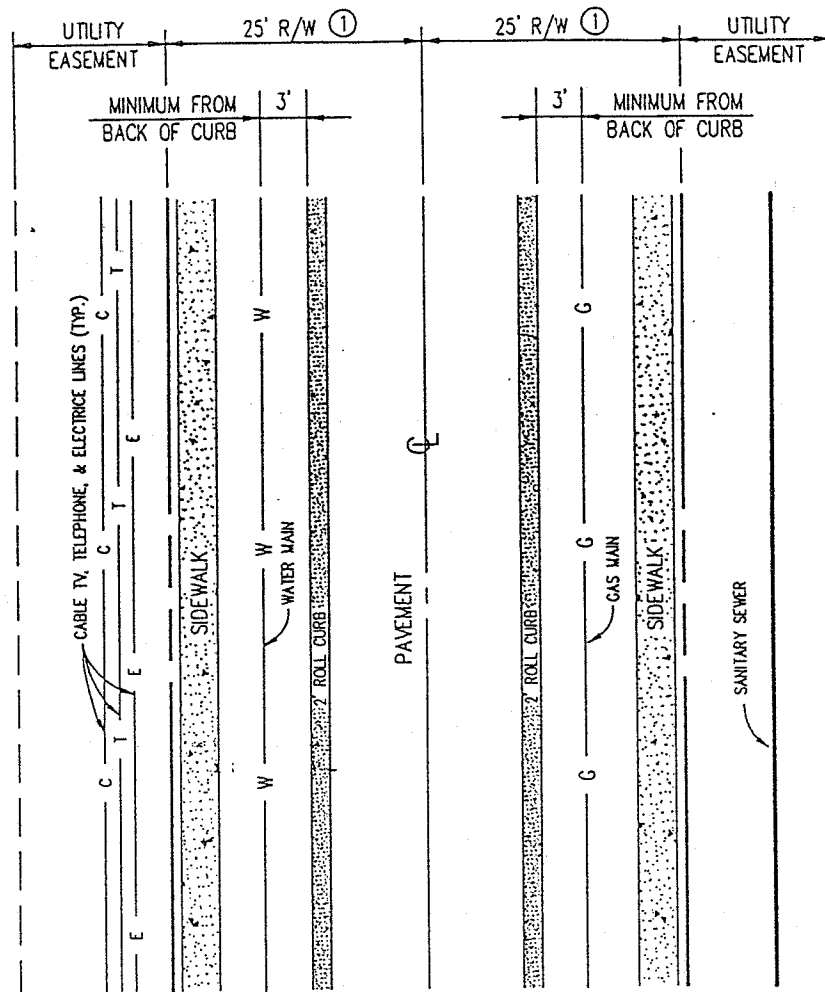
DATE

3-17-95

REVISED: 03/17/95

STANDARD PLAN

U - 1



NOTES:

- 1.) R/W shall be increased when road width (b-b curbs) exceeds 30'-0".
- 2.) Only gas & water utilities are allowed to be located in R/W.
All others shall be located in the utility easements, except to cross road.
- 3.) Deviations will require a variance during the permit process.

TYPICAL UTILITY LOCATIONS ON A LOCAL ROAD

NO SCALE

HAMILTON COUNTY HIGHWAY DEPARTMENT

RECOMMENDED:

Tom Z. Shivers
HAMILTON COUNTY ENGINEER

4-5-93
DATE

APPROVED:

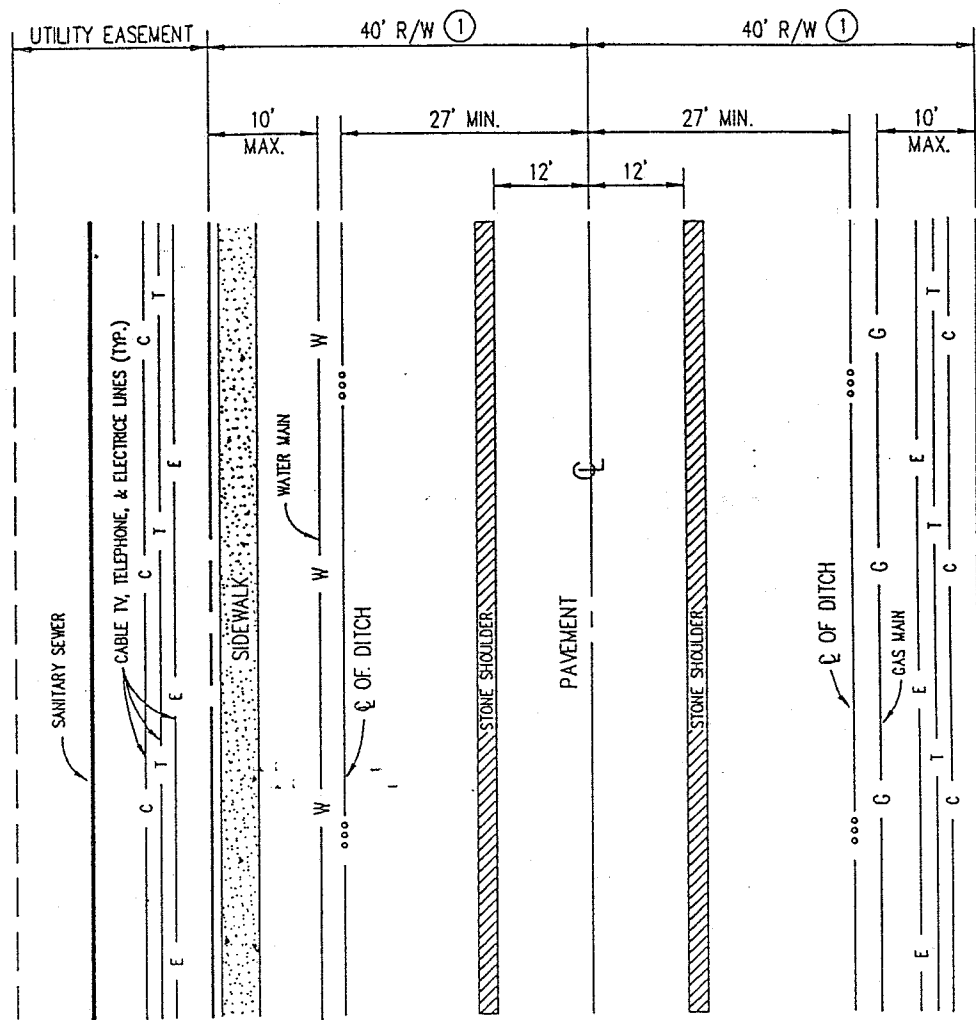
Tom Z. Shivers
HAMILTON COUNTY DIRECTOR

4-5-93
DATE

REVISED: _____

STANDARD PLAN

U-2



TYPICAL W/UTILITY EASEMENT

TYPICAL W/O UTILITY EASEMENT

NOTES:

- 1.) R/W shall be increased where necessary for additional road width.
- 2.) Minimum depth of all utilities shall be 24" below final grade.
- 3.) Sidewalks shall not be installed unless there is an adjacent utility easement.
- 4.) Underground electrical, cable T.V. & telephone may be buried in the same trench. (min. 24" deep). Overhead electrical, cable T.V. & telephone shall have poles set within 2'-0" of the edge of R/W if no easement exists.
- 5.) Deviations will require a variance during the permit process.

TYPICAL UTILITY LOCATIONS ON A COLLECTOR ROAD
(Does not apply to existing 2 Rod R/W roads) NO SCALE

HAMILTON COUNTY HIGHWAY DEPARTMENT

RECOMMENDED: Tom Lohr
HAMILTON COUNTY ENGINEER

4-5-93
DATE

APPROVED: Tom R. Stevens
HAMILTON COUNTY DIRECTOR

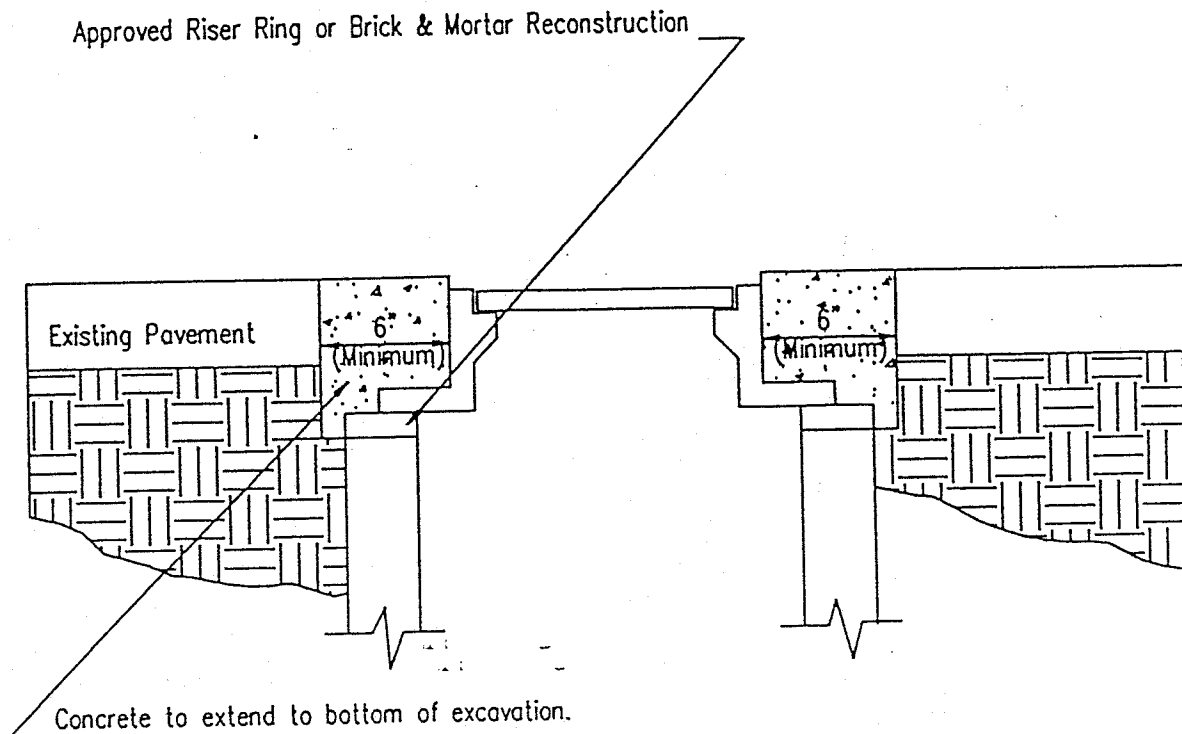
4-5-93
DATE

REVISED: _____

STANDARD PLAN

U-3

Casting Installation/Adjustment Detail



Notes

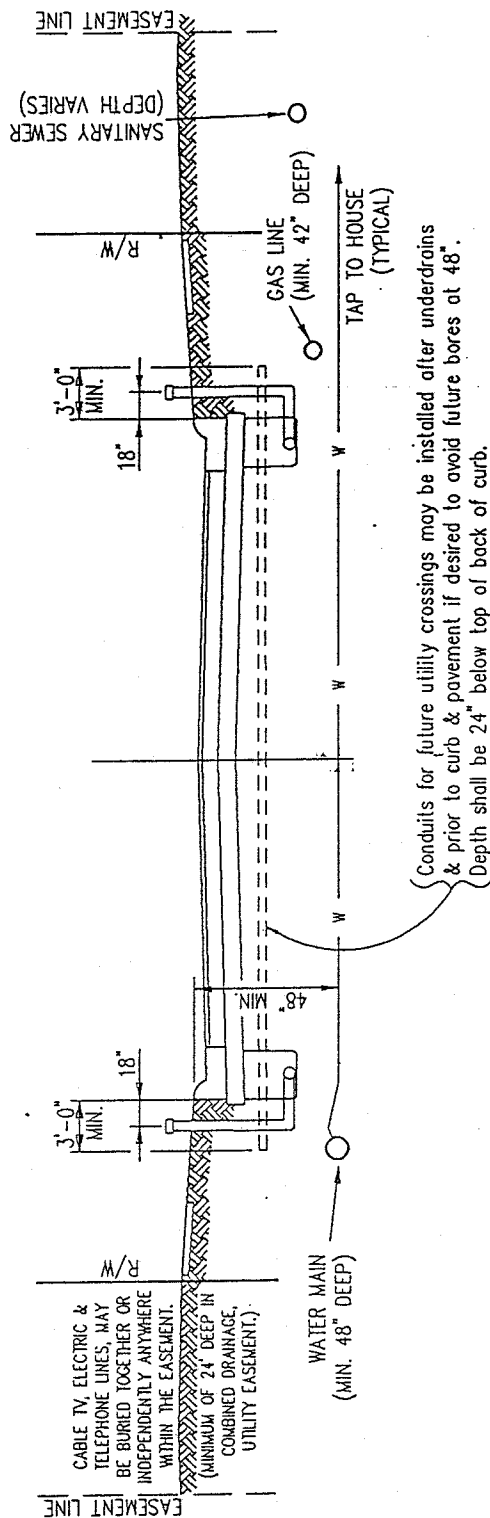
- 1) New casting to be sloped at the same rate as the existing surface.
- 2) High Early Strength Concrete (Type IIIA Cement) is required.
- 3) Top of casting shall be 1/4" below existing pavement at the highest point.
(-1/4" tolerance is acceptable)
- 4) Rings and/or reconstruction to be approved by casting owner.
- 5) Limits of concrete patch to be sawn full depth of pavement.
- 6) This applies to any size/shape castings in county roads.

sm/castl

Drawing Not to Scale

HAMILTON COUNTY HIGHWAY DEPARTMENT

		REVISED: _____
RECOMMENDED: <u><i>Tom R. Stearns</i></u>	<u>5/2/94</u> DATE	STANDARD PLAN U-7
RECOMMENDED: <u><i>Tom R. Stearns</i></u>	<u>5-13-94</u> DATE	



NOTES:

- 1.) All tops, laterals, pushes, bores and other underground road crossings for all utilities shall be at a minimum of 48" below the pavement surface to avoid deflections which will damage the underdrain system.
- 2.) All utilities to be installed under the road or curb shall be installed prior to the underdrains if a trenching operation is to be used. Subsequent to the underdrains being installed, NO trenching or plowing will be allowed across the road or curb subbase for utility installations within the r/w. In no event shall cutting of the asphalt binder, surface or concrete be allowed. No undercutting of in place curbs will be allowed.
- 3.) Any repairs to the underdrain system shall be inspected by the Surveyor's Office when a regulated drain is involved, otherwise by the Hamilton County Highway Department.
- 4.) Water top & gas top pits shall be granular backfilled to within 10" to the top of curb.
- 5.) This typical detail applies only to roads having the R/W and easement characteristics as shown on this plan.
- 6.) All depths measured from top of back of curb.
- 7.) Deviations will require a variance from the County Engineer.

TYPICAL UTILITY LOCATIONS AND LOCAL ROAD CROSSING DETAIL

NO SCALE

HAMILTON COUNTY HIGHWAY DEPARTMENT

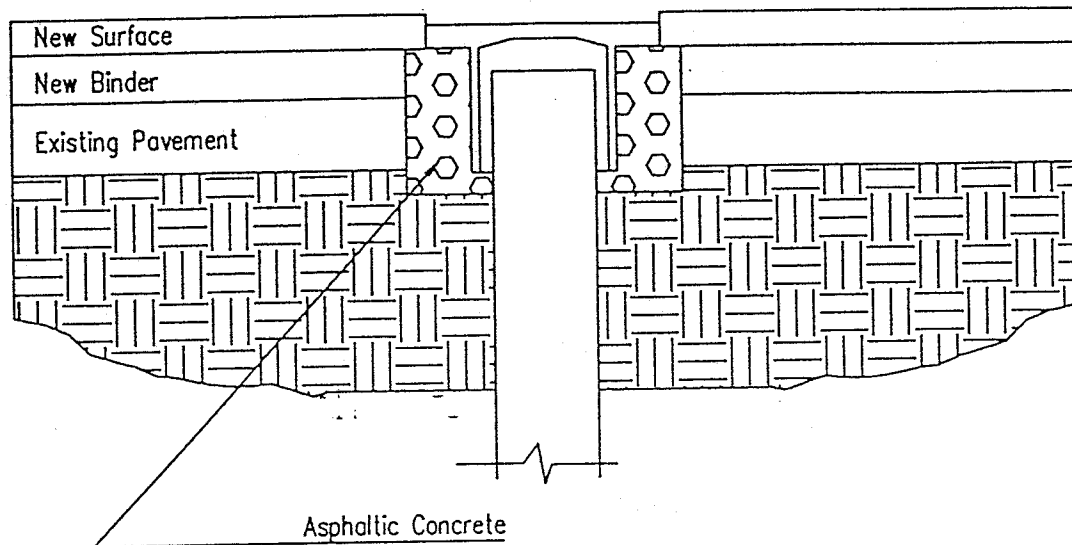
RECOMMENDED: *[Signature]*
HAMILTON COUNTY ENGINEER4-5-93
DATEAPPROVED: *[Signature]*
HAMILTON COUNTY DIRECTOR4-5-93
DATE

REVISED: _____

STANDARD PLAN

U-4

Sliding Casting Adjustment Detail



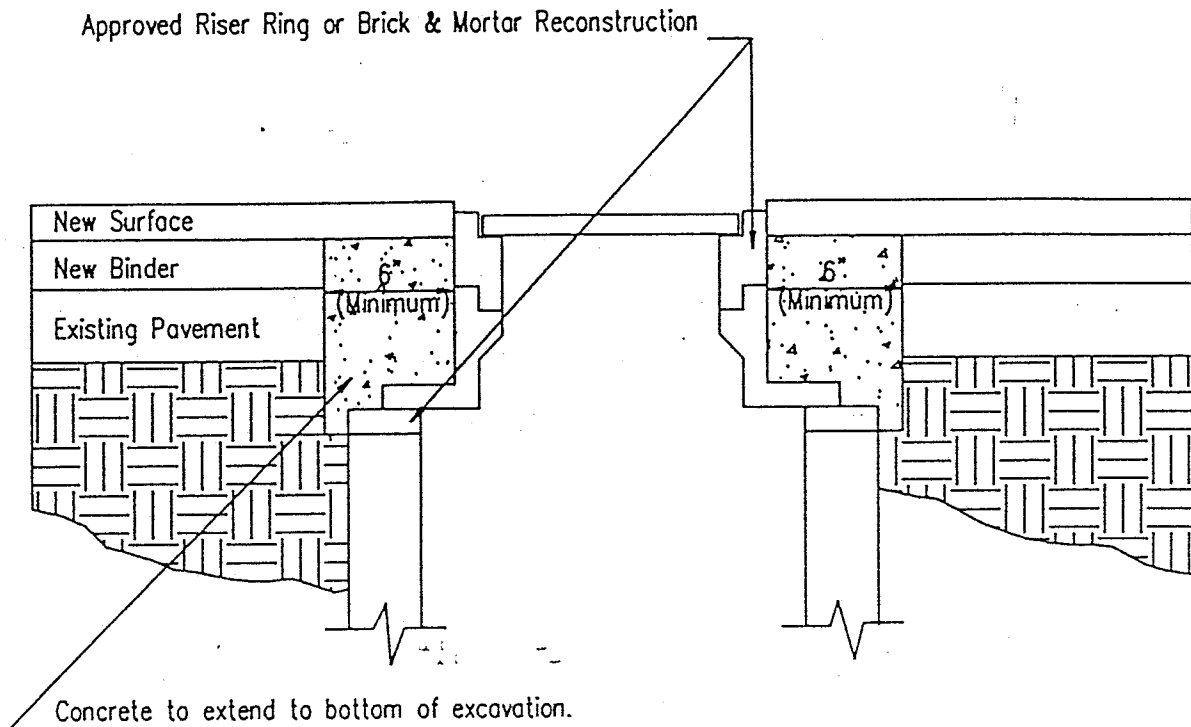
Notes

- 1) Adjusted casting & surface to be sloped at the same rate as the new binder.
- 2) Top of casting shall be 1/4" below existing pavement at the highest point.
(-1/4" tolerance is acceptable)
- 3) This applies to all shapes/sizes of "sliding" castings in county roads.
- 4) Limits of patch to be sawn or knife cut full depth of pavement.

Drawing Not to Scale

HAMILTON COUNTY HIGHWAY DEPARTMENT		
RECOMMENDED: <u><i>Tom R. Stevens</i></u> <u>5/2/94</u> DATE		REVISED: _____ STANDARD PLAN U-5
RECOMMENDED: <u><i>Tom R. Stevens</i></u> <u>5-13-94</u> DATE		

Casting Adjustment For Resurface Contracts Detail



Notes

- 1) Adjusted casting & surface to be sloped at the same rate as the new binder.
- 2) High Early Strength Concrete (Type IIIA Cement) is required.
- 3) Top of casting shall be 1/4" below existing pavement at the highest point.
(-1/4" tolerance is acceptable)
- 4) Rings and/or reconstruction to be approved by casting owner.
- 5) This applies to all shapes/sizes of castings in county roads.
- 6) Limits of patch to be sawn or knife cut full depth of pavement.

sm/cos/2

Drawing Not to Scale

HAMILTON COUNTY HIGHWAY DEPARTMENT

REVISED: _____

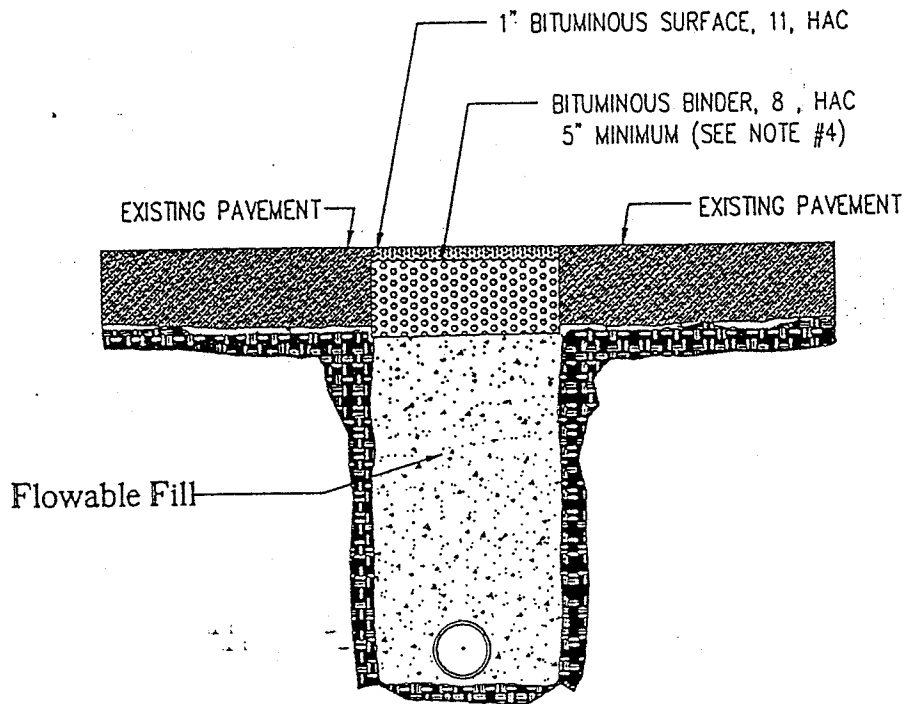
RECOMMENDED: Tom Zinke
HAMILTON COUNTY ENGINEER

5/2/94
DATE

STANDARD PLAN
U-6

RECOMMENDED: Tom K. Stivers
HAMILTON COUNTY DIRECTOR

5-13-94
DATE



NOTES

NO SCALE

1. The existing pavement is to be sawcut to provide a clean break.
2. Trench spoil is to be removed from the work site and disposed of out of the right-of-way.
3. Flowable Fill (i.e. Controlled-Low-Strength-Material, or Flowable Mortar) is to be poured into the trench to serve as backfill, to the dimensions and specifications listed in this detail.
4. The asphalt patch is to consist of a minimum of 5 (five) inches of Bituminous Binder, 8, HAC and 1 (one) inch of Bituminous Surface, 11, HAC. If the existing pavement is thicker than 6 (six) inches, additional binder is to be used to match the existing pavement thickness. IN NO CASE IS LESS THAN 6 (SIX) INCHES OF ASPHALT TO BE USED.
5. The existing pavement is to be tack coated prior to the laying of new asphalt. Tack coat is to be applied as specified in the latest standard INDOT specifications, Sections 409 and 902.
6. The new surface is to be sloped at the same rate as the existing surface.
7. A 2 (two) inch wide band of crack sealant is to be applied along the joint between the existing and new asphalt surface. Sealant is to be applied in accordance with INDOT specifications, Section 305.
8. The flowable fill mix is to contain, for every cubic yard of batch material, no more than 50 lbs of Portland Cement, no more than 500 lbs. of Type F fly ash and no more than 500 lbs of water.
9. The compressive strength of the Flowable Fill is not to exceed 100 PSI at 28 days.

ROAD CUT PATCH - FLOWABLE FILL BACKFILL

HAMILTON COUNTY HIGHWAY DEPARTMENT

		REVISED: _____
RECOMMENDED: _____ HAMILTON COUNTY ENGINEER	3/17/95 DATE	STANDARD PLAN U - 8
APPROVED: _____ HAMILTON COUNTY DIRECTOR	3-17-95 DATE	